

25X1A

Approved For Release 2001/08/01 : CIA-RDP84-00022R000400190009-2

REGULATION

SECRET

25X1A

ORGANIZATION
5 April 1954

SECURITY OFFICE

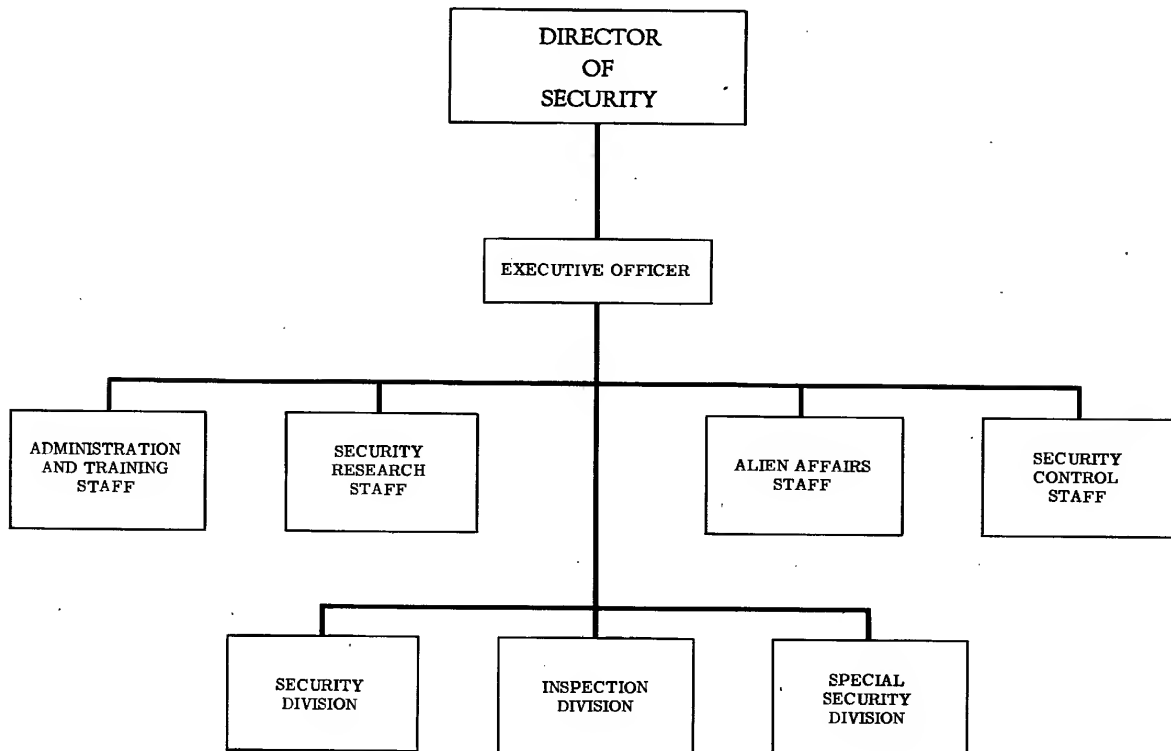


Figure 2

SECRET

HS/HC-147

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SECRET

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REGULATION

ORGANIZATION
5 April 1954

10. FUNCTIONS

The Director of Security shall:

- a. Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- b. Establish safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develop domestic counterintelligence programs for the Agency.
- c. Obtain and evaluate through investigation and liaison contact pertinent information regarding personnel for employment, assignment, or association with the Agency. Approve or disapprove from a security standpoint the employment or utilization of individuals by the Agency.
- d. Determine the effectiveness with which security programs and policies are being accomplished.
- e. Coordinate and engage in policy and program planning of emergency measures.
- f. Prescribe security policies relating to the liaison and contact relations of Agency officials with others; establish and maintain necessary liaison with officials of other Government agencies on security matters.
- g. Investigate reports of violation or noncompliance with security policies or regulations and recommend or initiate appropriate action as may be required.
- h. Make necessary inspections, investigations, and reports to assure proper maintenance of security.
 - i. Conduct certain activities pertaining to the overall alien program.
 - j. Conduct research in security fields.
- k. Provide trained professional security officers as required to Agency missions and installations.

11. ORGANIZATION

See organization chart, Figure 2.

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SECRET

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ORGANIZATION
10 August 1954

SECURITY OFFICE

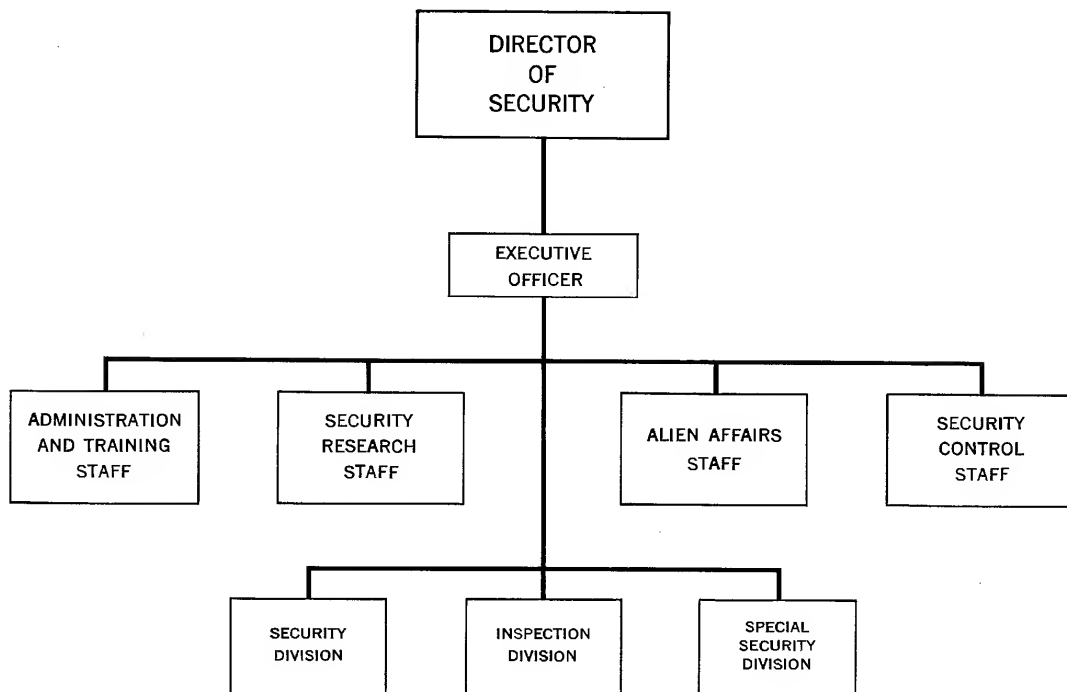


Figure 2

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CHANGE 1

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REGULATION

ORGANIZATION
10 August 1954

- h. Make necessary inspections, investigations, and reports to assure proper maintenance of security.
- i. Conduct certain activities pertaining to the overall alien program.
- j. Conduct research in security fields.
- k. Provide trained professional security officers as required to Agency missions and installations.

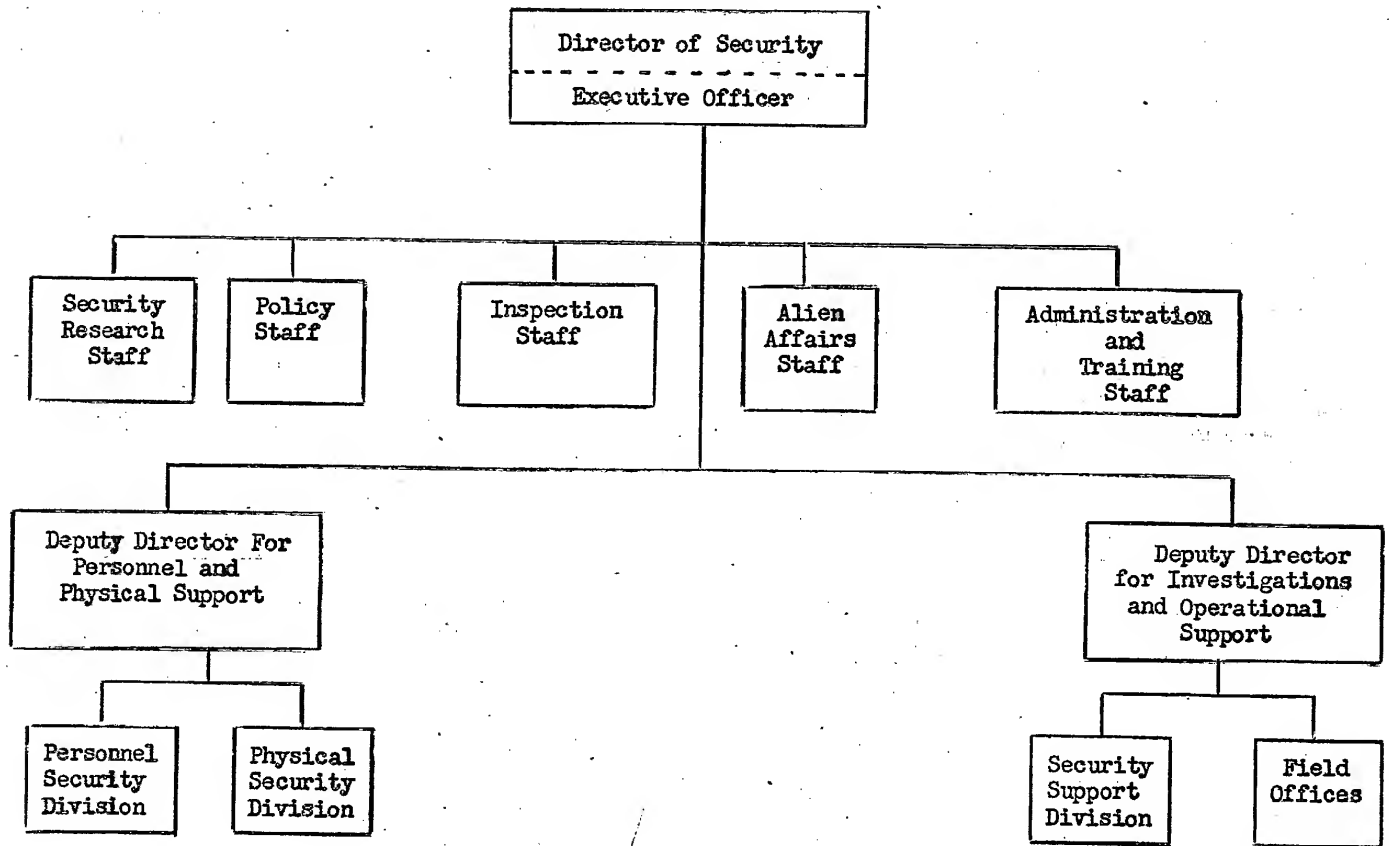
11. ORGANIZATION

See organization chart, Figure 2.

SECRET

S-E-C-R-E-T

OFFICE OF SECURITY



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ORGANIZATION
17 February 1956

OFFICE OF SECURITY

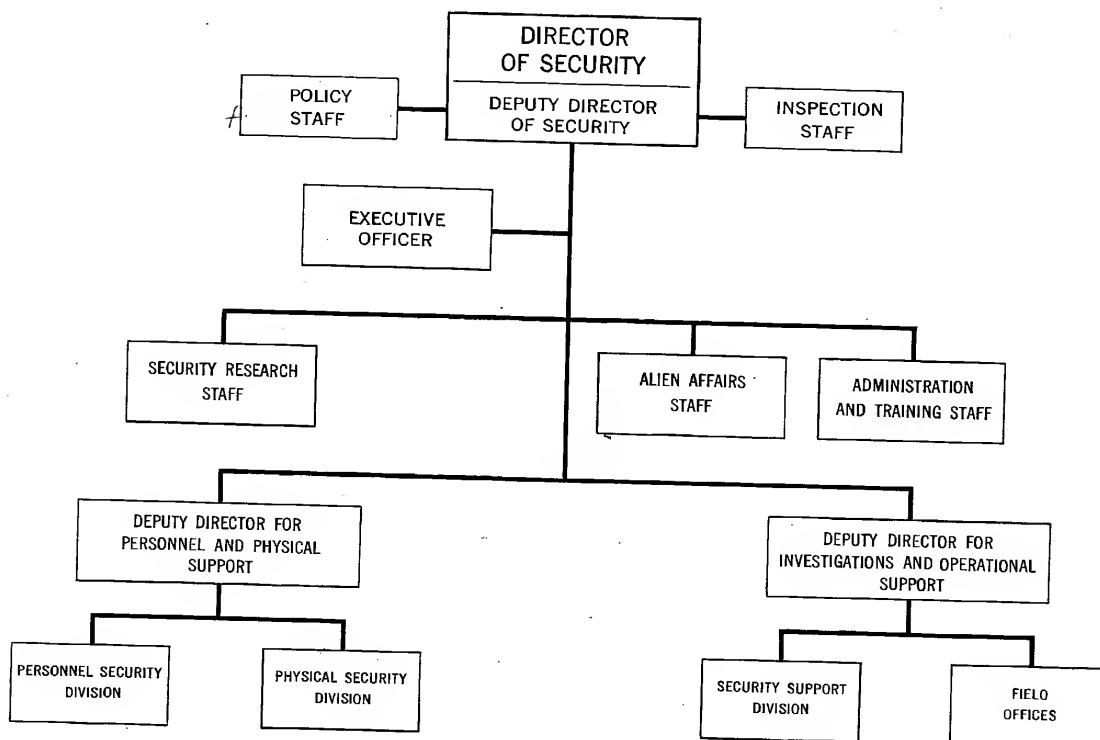


Figure 8

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REGULATION

ORGANIZATION
17 February 1956

OFFICE OF PERSONNEL

10. DIRECTOR OF PERSONNEL

a. MISSION

The Director of Personnel is responsible for the direction of a central personnel group engaged in support of Agency operations, programs, and activities.

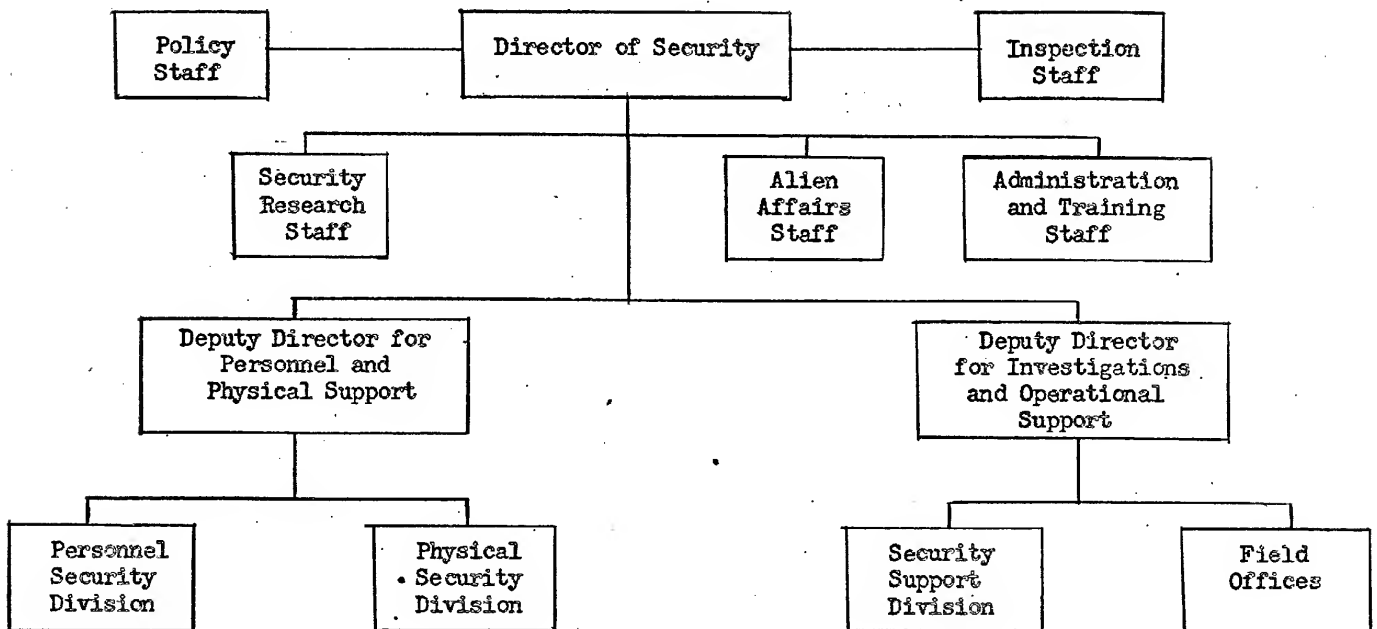
b. FUNCTIONS

The Director of Personnel shall:

- (1) Formulate and recommend policies, regulations, practices, procedures, and standards which shall govern personnel administration throughout the Agency.
- (2) Advise and assist Operating Officials on matters of personnel administration.
- (3) Review and evaluate personnel administration for compliance with approved policies, regulations, practices, procedures and standards, and for the adequacy of such program, and make recommendations for appropriate corrective measures.
- (4) Conduct research in the general field of personnel management to the extent necessary in the performance of his mission.
- (5) Provide a channel between the CIA Career Council and the several Career Service Boards for the interchange of information, guidance, problems, and interpretations; review and evaluate the performance of individual Career Service Boards to determine uniformity of performance and compliance with the intents and purposes of the Council and make recommendations to the Council where corrective action is indicated.
- (6) Provide secretariat services and administrative support to the CIA Career Council, the CIA Selection Board, and the Honor Awards Board, including the performance of clerical activities incident to the selection and processing of candidates for the career service.
- (7) Procure new personnel through a system of nationwide recruitment, including initial testing and evaluation.
- (8) Screen applicants for employment or transfer to assure compliance with Agency standards; introduce new personnel into the Agency working force, including assistance in subsequent reassignments and support in the career development of Agency personnel; authenticate official personnel action documents; perform an employee counseling service, including exit interviews; and operate a system for holding personnel for eventual assignment to operating components.
- (9) Provide position evaluation, wage administration, and comprehensive position standards.
- (10) Maintain liaison with the Department of Defense, obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, and monitor the reserve activities and training of Agency civilians holding reserve appointments in the armed services.
- (11) Prepare individual contracts in those instances where personal services are to be obtained through a contractual relationship, including the establishment of special monetary allowances and differentials for overseas personnel as required.
- (12) Operate a comprehensive program of life, health, and certain incidental insurance coverages for Agency personnel; process claims resulting therefrom; and furnish supervision and guidance to the credit union system operating within the Agency.

S-E-C-R-E-T

OFFICE OF SECURITY



From Comptroller's FY 1958 budget records
(September 1956), Secret